

THE QUESTERS

JOB DESCRIPTION – ORGANIZERS IN UNCHARTERED STATES AND PROVINCES

The most important qualification for being an Organizer is enthusiasm in promoting Questers, and a dedication to the foundation and principles of The Questers. The Organization exists only with the services of volunteers like you and it will be as interesting and challenging, as you make it.

1. **Contact individuals** The International First Vice President will forward names of individuals who have expressed an interest in The Questers to you as they are received through the web site. Contact these individuals promptly and assist them in finding a chapter in their area. You are also encouraged to promote The Questers in your State or Province in order to find others who are interested in membership.
2. **Organize a chapter** If there is no chapter in a person's area, encourage her/him to bring a group of friends/family together to **start a new chapter**, and assist her/him in doing so. Forward "**How to Organize a Quester Chapter**" packet with several copies of "What is a Quester?" and "The Questers Quick-Guide of Information," and send with your assurance of assistance in organizing a new chapter. Feel free to duplicate any of these materials.
3. **Keep in touch** As organizer, keep a list of potential members and contact them more than initially as situations change. For those talking of starting a chapter, contact them regularly to provide assistance as they go about organizing a chapter. Attend their organizational meeting if distance permits or request another Quester in their area to do so.
4. **Assist the chapter** Help them complete the Charter Application correctly and completely. Suggest possible names for the chapter, as a historically significant name. Remind them to provide a second choice and that the words "Quester" or "chapter" should not be used in the title, nor should articles (a, an, the) be used. A Chapter name must not exceed 22 spaces.
5. **As an Unchartered State/Provincial Organizer you are a member of the International Council.**
 - To be certified as a **voting delegate at the Annual Council Meeting**, held during International Convention, you must fill out the "Official Delegate Form," provided along with the International Convention registration, in the Winter issue of The Quester Quarterly. This allows you to sit in a designated area, cast votes and present your State/Provincial report at the Council Meeting.
 - Each Organizer in an unchartered state/province is responsible for a two-minute (300 words or less) report presented at the Council Meeting during Annual International Conventions. A form titled "**Annual Chapter Report**" is in the Organizer's materials and also provided to the Organizers in the First Vice President's Spring correspondence. The Organizer is to mail/email the Chapter Report form to each chapter President in your State/Province requesting that it be completed and returned by April 1st. **The Organizer's report is a compilation of the chapters' activities within your State or Province.** (See Guidelines for Writing Reports).
 - **If you are unable to attend the Annual International Convention, your report is to be emailed/mailed to the International First Vice President at least 2 weeks prior to Convention, for inclusion in the Council Minutes.**
6. **Expense Report Form for Reimbursement** Unchartered State and Provincial Organizers request reimbursement of expenses relating to promoting membership through the International First Vice President, who must approve and present it to the International Treasurer for payment. The total reimbursement to the Organizer may not exceed a \$350 for The Questers Fiscal year, June 1-May 31. **Expenses covered are:** copying, postage, long distance telephone calls, meeting room rentals, and mileage to organizational meetings at the IRS current rate for charitable purposes and the Annual Luncheon at International Convention. **Receipts are required** for these expenses (International Policy 19B); and shall be submitted to the First Vice President by May 1st to allow time for processing before May 31st.
7. **The term of Organizer is two years** (International Policy 19A). **Your name and contact information will be listed in The Questers International Directory for your state or province. Organizers may choose to remain in this position for a longer time.**
8. **Organizers in Unchartered State and Provinces** may request stationery supplies from Quester Headquarters for use as Organizer.